

III. INSTRUCTIONS TO OFFERORS—COMMERCIAL ITEMS (52.212-1) (FEB 2012)

a) *North American Industry Classification System (NAICS) code and small business size standard.* The NAICS code and small business size standards for this acquisition appear in Block 10 of the solicitation cover sheet ([SF 1449](#)). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 1,000 employees for NAICS Code 334111 or 150 employees for NAICS 541519

(b) *Submission of offers.* Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the [SF 1449](#), letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show—

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) “Remit to” address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR [52.212-3](#) (see FAR [52.212-3\(b\)](#) for those representations and certifications that the offeror shall complete electronically);
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the [SF 1449](#), include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) *Period for acceptance of offers.* The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) *Product samples.* When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender’s request and expense, unless they are destroyed during preaward testing.

(e) *Multiple offers.* Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) *Late submissions, modifications, revisions, and withdrawals of offers.*

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered

unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) *Contract award (not applicable to Invitation for Bids)*. The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) *Multiple awards*. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation.

(1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to—

GSA Federal Supply Service Specifications Section
Suite 8100
470 East L'Enfant Plaza, SW
Washington, DC 20407

Telephone (202) 619-8925
Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

- (i) ASSIST (<http://assist.daps.dla.mil>).
- (ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).
- (iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by—

- (i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);
- (ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or
- (iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) *Data Universal Numbering System (DUNS) Number.* (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database.) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS+4” followed by the DUNS or DUNS+4 number that identifies the offeror’s name and address. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR [Subpart 32.11](#)) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) *Central Contractor Registration.* Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the CCR database accessed through <https://www.acquisition.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) *Debriefing.* If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency’s evaluation of the significant weak or deficient factors in the debriefed offeror’s offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

A.3.1. COMMUNICATIONS REGARDING THIS SOLICITATION (GSFC 52.215-96) (AUG 2000)

Any questions or comments regarding this solicitation shall cite the solicitation number and be directed to the following Government representative:

Name: Natesa R. Robinson
E-mail: Sewp5@sewp.nasa.gov
Phone: 301-614-7100 —(Collect calls not accepted)
FAX: 301-614-7134

*Address: NASA/Goddard Space Flight Center
8800 Greenbelt Road
Attention: Natesa Robinson,
Greenbelt, MD 20771

The Government will answer relevant and appropriate questions regarding this solicitation. Any offeror questions should be submitted as soon as possible.

(End of provision)

A.3.2. OFFER ACCEPTANCE PERIOD

The offeror's proposal shall remain valid for a period of not less than **180 calendar days**.

(End of text)

A.3.3. TYPE OF CONTRACT (52.216-1) (APR 1984)

The Government contemplates awarding multiple firm-fixed price (FFP), indefinite delivery/indefinite quantity (IDIQ) contracts resulting from this solicitation.

(End of provision)

A.3.4 SERVICE OF PROTEST (52.233-2) (SEP 2006)

(a) Protests, as defined in section 31.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Dock Master
Goddard Space Flight Center
Greenbelt, MD 20771
Building 35—Shipping and Receiving Dock

NNG13451284R

Prominently mark the envelope or package as follows:

Protest: Solicitation Number (NNG13451284R)

Attn: Natesa Robinson

Contracting Officer Phone No. 301-614-7100

Fax No. 301-614-7134

Note: The Building 35 Shipping and Receiving dock is open from 7:30AM to 3:30PM, Monday through Friday, except Government holidays. Contractor personnel conduct the GSFC receiving function, which includes mailroom operations. Protests will be marked with the date and time of receipt, subjected to security screening, secured, and delivered unopened to the Contracting Officer.

There is public access to the Building 35 Shipping and Receiving Dock. GSFC passes, badges, escorts, etc. are not required for access to the receiving dock.

c) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

A.3.5. PROPOSALS REQUESTED

Only one proposal for each group per offeror will be accepted. Should a particular offeror wish to propose on more than one group, that offeror shall submit a complete and separate proposal for each group. The proposal shall be based on the effort described or estimated in the proposed contract schedule.

(End of text)

A.3.6. PROPOSAL PREPARATION—GENERAL INSTRUCTIONS

It is NASA's intent, by providing the instructions set forth below, to solicit information that will demonstrate the offeror's competence to successfully complete the requirements specified in the Statement of Work (SOW), Attachment A. Generally, the proposal should:

- Demonstrate understanding of the overall and specific requirements of the proposed contract.
- Convey the company's capabilities for transforming understanding into accomplishment.
- Present in detail, the plans and methods for so doing.
- Present the costs associated with so doing.

In the event that other organizations are proposed as being involved in conducting this work, their relationships during the effort shall be explained and their proposed contributions shall be identified and integrated into each part of the proposal, as appropriate.

(a) PROPOSAL FORMAT AND ORGANIZATION

(1) Offerors shall submit proposals in four volumes as specified below:

Volume	Title	Copies
I	Offer Volume	Original plus four Hard Copies and two electronic copies
II	Management/Technical Approach Volume	Original plus four Hard Copies and two electronic copies.

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III	Price Volume	Two electronic copies
IV	Past Performance Volume	Original plus four Hard Copies and two electronic copies

(2) All pages of Volumes I, II, III, and IV shall be numbered and identified with the offeror's name, RFP number and date. Subsequent revisions, if requested, shall be similarly identified to show revision number and date. A table of contents shall be provided with figures and tables listed separately.

(3) Two electronic copies of the offeror's proposal, designating one as "back-up," shall be submitted (in addition to the hardcopies specified above). All volumes shall be prepared using either Microsoft Word (with backwards compatibility for Microsoft Word 2007) or a searchable Portable Document Format (PDF) compatible with Adobe Reader 9. Cost proposal charts shall use Microsoft Excel (with backwards compatibility for Microsoft Excel 2007). Formulas, not values should be used in Excel spreadsheets, unless otherwise directed in the cost model instructions, where amounts are calculated in electronic versions. DO NOT compress any electronic files. DO NOT password protect any portion of your electronic submission.

Electronic files of Volumes I, II, III, and IV shall be on virus free CD-ROM (CD-R format) discs with an external label indicating: (1) the name of the offeror, (2) the RFP number, (3) the format and software versions used, (4) a list of the files contained on the disk and (5) date of the information. In the event of any inconsistency between data provided on electronic media and hard copies, the hard copy data will be considered to be correct.

(4) The format for each proposal volume shall parallel, to the greatest extent possible, the format of the evaluation factors and subfactors contained in Section L of this solicitation. The proposal content shall provide a basis for evaluation against the requirements of this solicitation, which will be evaluated in accordance with Section M. The proposal content shall provide a basis for evaluation against the requirements of the solicitation. Each volume of the proposal shall specify the relevant evaluation criteria being addressed, if appropriate.

(5) Information shall be precise, factual, detailed and complete. Offerors shall not assume that the evaluation team is aware of company abilities, capabilities, plans, facilities, organization or any other pertinent fact that is important to accomplishment of the work as specified in the SOW. The evaluation will be based primarily on the information presented in the written proposal. The proposal shall specifically address each listed evaluation factor and subfactor.

(b) PROPOSAL CONTENT AND PAGE LIMITATIONS

(1) The following table contains the page limitations for each portion of the proposal submitted in response to this solicitation. Additional instructions for each component of the proposal are located in the contract provision noted under the Reference heading.

Proposal Component	Volume	Page Limitations
Offer Volume	I	None
Management/Technical Approach Volume	II	90 Pages
(a) Cover Page, Indices,		Excluded
(b) Deviations and Exceptions		Excluded
Price Volume	III	None
(a) Price Exhibits		Excluded
(b) Deviations and Exceptions		Excluded
Past Performance Volume	IV	
(a) Information from the Offeror		10 Pages
(b) Cover Page, Indices, Small Business Subcontracting Plan History, Customer Evaluations, Termination/Descope		Excluded

Proposal Component	Volume	Page Limitations
information, and List of Acronyms		
(c) Deviations and Exceptions		Excluded

(2) A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font. Line spacing or the amount of vertical space between lines of text shall not be less than single line (Microsoft Word's default line spacing). Character spacing shall be "Normal", not "Expanded" or "Condensed." The margins may contain headers and footers, but shall not contain any proposal content to be evaluated. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used.

Volumes I, II, and IV shall be submitted in separate ringed (or similarly bound) binders. Diagrams, tables, artwork, and photographs may be reduced and, if necessary, run landscape or folded to eliminate oversize pages. Text in Diagrams, schedules, charts, tables, artwork, and photographs shall be no smaller than 10 point. Diagrams, tables, artwork, and photographs shall not be used to circumvent the text size limitations of the proposal.

(3) Title pages, tabs, and tables of contents are excluded from the page counts specified in paragraph (1) of this provision (as well as other documents specified in table (b) (1) above). In addition, the Cost volume of your proposal is not page limited. However, this volume is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other volumes of the proposal will be so construed and counted against that volume's page limitation.

(4) The Government intends to evaluate proposals and award contract(s) without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If discussions are held and final proposal revisions are requested, the Government will specify separate page limitations in its request for that submission.

(5) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror in accordance with NFS 1815.204-70(b).

(End of provision)

A.3.7. PROPOSAL VOLUMES

1. Proposal volumes I, II and IV are to be submitted in a hard copy format. In addition to the hard copy format, a CD ROM is required for the Offer Proposal, Management/Technical Approach Proposal, Price Proposal and the Past Performance Proposal. The offeror's proposal shall consist of the following physically separate volumes:

Volume I - Offer Volume (as described in Sections A.3.8. and A.3.9.)

Volume II - Management/Technical Approach Volume (Tabs 1 through 8)

Volume III - Price Volume

Volume IV - Past Performance Volume

2. Management/Technical Approach Tab Description

Executive Summary

TAB 1 - Minimum Mandatory Specifications

TAB 2 - Strength of Proposed Systems

TAB 3 - Available Components

TAB 4 - Exceeding the Minimum / Desirable Features

TAB 5 - Other Features

TAB 6 - Commitment / Support of supply chain management
TAB 7 - Post Award Support and Service
TAB 8 - Management Plan

(End of text)

A.3.8. INSTRUCTIONS FOR OFFER VOLUME INCLUDING EXECUTED STANDARD FORM 1449, AND REPRESENTATIONS AND CERTIFICATIONS

SF 1449 – The offeror shall appropriately complete Blocks 12, 17, and 30 and return the completed SF 1449, signed by a duly authorized individual.

Offeror Representations and Certifications – the offeror shall appropriately complete and return.
Offeror Representations and Certifications—Commercial Items (52-212-3). State any deviations/exceptions taken to the required Offeror Representations and Certifications and include the reason for the deviation/exception.

Model Contract – The offeror shall sign four original SF 1449s and return with your offer the model contract (SF 1449 through, Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items (52.212-5)).

Commercial Small Business Subcontracting Plan – In accordance with FAR 52.219-9 Small Business Subcontracting Plan—Alternate II, contained in this solicitation, all offerors, that are not small businesses, must submit a Small Business Subcontracting Commercial Plan. Failure to submit a Small Business Subcontracting Plan shall make the offeror ineligible for award of a contract.

Contact Information: All Offeror's shall provide the names, email addresses, and phone numbers of persons to be contacted for clarification of questions of a technical and business nature.

Information concerning Responsibility: All Offeror's shall provide information addressing all of the elements under FAR 9.104 to demonstrate responsibility.

NOTE: The Government does not intend to accept proposals with alternate terms and conditions.

(End of text)

A.3.9. SUMMARY OF EXCEPTIONS

Include a statement of acceptance of the anticipated contract provisions and proposed contract schedule, and requirements of Addenda I of this solicitation, to the Representations and Certifications or to the information requested in Instructions to Offerors. Include the reason for the exception, or refer to where the reason is addressed in the proposal. This list must include all exceptions, both "business" and "technical".

Include any new terms, conditions, or clauses proposed by the offeror which are of benefit to the Government. Discuss the benefit to the Government in Volume I, II, III, or IV as appropriate.

Offerors are cautioned that exceptions may result in a determination of proposal unacceptability (NFS 1815.305-70), may preclude award to an offeror if award is made without discussions, or may otherwise affect an offeror's competitive standing.

(End of text)

A.3.10. GENERAL MANAGEMENT/TECHNICAL APPROACH PROPOSAL INSTRUCTIONS

This section describes the overall guidelines and specifications for preparing the Management/Technical Approach volume.

A.3.10.1. General Guidelines in Preparing the Management/Technical Approach Proposal

The Management/Technical Approach Proposal must specifically state for which group the offeror is proposing.

The Management/Technical Approach Proposal shall be completely separate and apart from the Offer Proposal, Past Performance Proposal and the Price Proposal. All information submitted in the Management/Technical Approach Proposal shall be current as of the month of submission of the proposal and shall be specific, complete, and meet the minimum requirements of this RFP.

A.3.10.2. Structure and Content of the Management/Technical Approach Proposal

The offeror shall structure the Management/Technical Approach Proposal with multiple sections. Each section shall be sequentially tabbed with the title indicated on the tab. The titles shall correspond to the tabs listed in paragraph 2 of A.3.7. and provide the information requested below.

In addition, the offeror shall provide the Management/Technical Approach Proposal in both a hard copy and machine readable Windows format on a CD ROM. The Government will use a PC with Microsoft Windows 7 Operating System, and Office 2007 (Word/Excel).

Two copies of the CD(s) shall be submitted with one copy identified as the backup. In the case of any inconsistency between the hardcopy and CD format, the hardcopy version will prevail.

A.3.10.3. Clarity and Completeness

The proposal shall clearly and fully demonstrate the offeror's capability, knowledge, and experience in regard to the technical requirements of this RFP. The offeror shall fill in appropriate Technical Exhibits, entering only Yes/No or, where requested, succinctly describing how it meets the requirement.

If any reference to documentation is made by the offeror such documentation shall be cited at the page, section, and paragraph level. The cited offeror documentation shall be included in the proposal and counts against the page count as defined in A.3.6. Offerors are required to follow the instructions regarding the organization and content of the proposals.

A.3.10.4. Summary of Deviations/Exceptions (Management/Technical Approach Proposal)

Identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to these Management/Technical Approach proposal instructions or to any of the technical requirements of this solicitation, such as the Statement of Work and related specifications. Offerors are cautioned that exceptions may result in a determination of proposal unacceptability (NFS 1815.305-70), may preclude award to an offeror if award is made without discussions, or may otherwise affect an offeror's competitive standing.

(End of text)

A.3.11. COMPLIANCE WITH MINIMUM MANDATORY SPECIFICATIONS (Tab 1)

The following sections provide instructions on how to prepare the minimum mandatory aspects of the offeror's proposal. The Minimum Mandatory Specifications (Tab 1) are minimum requirements. Proposals will not be evaluated further and/or considered for award if they do not meet the minimum mandatory specifications.

A.3.11.1. Instructions for TAB 1

The offeror shall fill in every row in the appropriate group-specific Minimum Mandatory Specification Matrix Exhibit (Exhibits MMA through MMD) and submit it under TAB 1 in the Management/Technical Approach proposal.

This exhibit as completed by the offeror shall count in the page total.

The extent to which the proposal exceeds the minimum mandatory specifications or provides desirable features shall not be discussed in this section. How a proposal exceeds the minimum and provides desirable features should be identified in later sections.

(End of text)

A.3.12. MANAGEMENT/TECHNICAL APPROACH PROPOSAL SUBFACTORS (Tab's 2-8)

The Management/Technical Approach proposal shall address Management/Technical Approach subfactors. There are three Management/Technical Approach subfactors as follows:

Excellence of Proposed Systems (Subfactor A)

Offeror's Support and Commitment (Subfactor B)

Management Plan (Subfactor C)

Offerors shall address risk probability, impact, severity, timeframe, and alternatives available to reduce risks, and offeror's proposed solutions and approach to managing these risks. This information shall be provided for each of the three subfactors, as applicable under Management/Technical Approach.

The headers/paragraph titles used below within any subfactor should not be construed as any indication of priority, weight or emphasis, or as any establishment of evaluation sub-elements or criteria. The headers are provided for clarity and ease of reading only.

A.3.12.1 Excellence of Proposed Systems (Subfactor A)

This subfactor addresses the excellence of the Technical Approach proposal regarding the proposed technology in providing the required functionality and in meeting the Acquisition Objectives in Addendum 1, Attachment C, Statement of Work. The paragraphs below describe the sections to be referenced.

Proposed Systems

In this section, TAB 2 in the Management/Technical Approach proposal, the offeror is to provide a concise yet comprehensive narrative technical description of the proposed hardware, software, product-based services and other proposed technology.

The offeror shall describe how the proposed technology, including available components, relate to the state-of-the-art, represent advanced technology, promote portability and interoperability and incorporate and integrate emerging technologies in their product line, particularly in relation to the proposed group. If the proposed technology refers to advanced technology identified in Addendum 1, Attachment A, Technical Specifications, then the offeror shall cite the section.

The offeror shall identify and describe how the implementation of advanced architectural features provides the Government with added benefit through improved interoperability, interconnectivity and productivity. The description of the collection of such features should in particular point out the synergistic effects of the overall architectural design.

These descriptions shall include the overall system design, how effectively the system components have been designed, engineered and integrated into a balanced system, the innovative characteristics of the proposed

equipment and software, the integrity, reliability, maintainability and modularity of the proposed configuration, the ability of the proposed equipment to support emerging technologies, the advanced I/O (Input/Output) capabilities and the advanced networking capabilities in supporting the first acquisition objective in Attachment C, Statement of Work. The offeror should describe their product based solution services and how the proposed architectural features provide technological leadership in preparing the way for the next generation of technology.

Available Components / Instructions

This shall be TAB 3 in the Management/Technical Approach proposal.

Include the list of available hardware and software components beyond the mandatory deliverables including additional technology and product based services that further enhance and broaden the offeror's proposal with respect to the third Acquisition Objectives in Attachment C, Statement of Work.

This section will not count in the page total and shall be identical to the price proposal, only without pricing. This section shall not include technical specifications or other documentation.

If no available components are offered, only a TAB page shall be provided with no additional content.

The Available Components list should be supplied in electronic form only.

Exceeding the Minimum and Desirable Features / Instructions

The offeror shall fill in the appropriate group-specific Exceeding the Minimum / Desirable Features Matrix Exhibit (Exhibits EMDFA through EMDFD) and submit it under TAB 4 in the Management/Technical Approach proposal.

This section shall identify elements of the proposed system that exceed the Minimum Mandatory Specifications (in TAB 1) in sufficient detail for the Government to understand how the proposed features exceed the Government minimum specifications. The offeror shall fill in the appropriate Exhibit to describe these elements and shall only address the Exceeding the Minimum criteria specified within the class-specific exhibit.

This section shall indicate all items identified in the Technical Specifications as Desirable Features that the offeror chooses to provide. The offeror shall fill in the appropriate Exhibit to either indicate if the proposed system meets the Desirable Feature (if a Yes/No response is required) or describe the salient characteristics in sufficient detail for the Government to determine whether the proposed features correspond to the Government-identified desirable features (if a Description is required). The offeror shall only address the Desirable Features specified within the group specific exhibit.

This Exhibit shall count in the page total.

Other Features / Instructions

This shall be TAB 5 in the Management/Technical Approach proposal.

In this section, the offeror shall identify additional capabilities or features of the proposed system that enhance the suitability for the proposed workstation class or supporting equipment.

The offeror shall describe those capabilities that satisfy the requirements of Section 1.6. Assistive Technology in Attachment A, Technical Specifications, along with other capabilities that enhance or facilitate access by users that are disadvantaged with regard to their ability to use the standard keyboard, screen and other interfaces to the systems proposed. Capabilities or features that aid in moderating the stress of interface use shall also be described. These shall include, but not be limited to, speech recognition, Braille terminals, split keyboards, or other devices. The capability and plans for the Contractor to provide information relevant to Section 508 of the Rehabilitation Act of 1973 either through tools such as the Voluntary Product Accessibility Template (VPAT)

or other similar means shall be described. For all mandatory items covered by Section 508, a statement concerning how the mandatory items meet accessibility requirements must be included. A VPAT may be used to provide this information and if used will not count against the proposal page count.

The offeror shall describe those capabilities that satisfy the requirements of Section 1.7 (Environmentally Preferable Purchasing Program (EPP)) in Attachment A, Technical Specifications, along with products and services that are environmentally preferable and support energy conservation. The capability and plans for the Contractor to provide information relevant to the environmental aspects of their products and services either through tools such as the Electronic Product Environment Assessment Tool (EPEAT) or other similar means shall be described.

In addressing the next 2 paragraphs, hardware and software shall refer only to mandatory hardware and software

The offeror shall describe whether the hardware and software proposed are the manufacturer's most recent offerings, i.e. current technology, and when in terms of time these components fit in the manufacturer's line. The offeror shall document when the hardware and software were announced, the average product life-cycle for each (how often the offeror has released a new version of the software or replaced it), and how often new hardware has been announced.

If any equipment (both hardware and software) to be provided is no longer in current production by the manufacturer at the time of proposal, the offeror shall identify why it is advantageous for the Government to utilize out-of-production equipment.

The offeror shall discuss the range and types of third party software products available in the commercial marketplace which run on and/or complement the proposed technology and augment the required class specific functionality.

The offeror shall describe in detail the types of documentation to be delivered with the hardware and software proposed, including any ease-of-use features of the documentation.

A.3.12.2. Offeror's Support and Commitment (Subfactor B)

This subfactor addresses the offeror's support and commitment as defined in Attachment C, Statement of Work. The paragraphs below describe the sections to be referenced.

Commitment to Supply Chain Management and Supply Diversity / Instructions

This shall be TAB 6 in the Management/Technical Approach proposal.

In this section, the offeror shall demonstrate how its internal policies would further the second and third Acquisition Objectives identified in the Attachment C, Statement of Work, particularly in reference to Supply Chain topics.

The offeror shall address Statement of Work, Section C.1.3.6. MANUFACTURER / RESELLER REQUIREMENTS. The offeror shall describe their teaming relationships with other vendors and manufacturers such that the Government can assess the extent to which a wide variety of interoperable hardware and software is proposed and will be maintained, that will support, interconnect and enhance the full range of products in scope for SEWP. The offeror shall describe their corporate policies and resources that will affect the addition of new vendors for the purpose of enhancing the technology available to the Government. Information concerning how those policies will allow for continued and increased availability and competitiveness of products through the life of the contract shall be provided.

The offeror shall address Statement of Work, Section C.1.3.7. SUPPLY CHAIN MANAGEMENT. The offeror shall indicate the corporate policies and procedures in place to reduce the risk of counterfeiting, tainting, product substitution, and other risks related to supply chain management. The ability to provide authorized and certified products and properly track and identify the provenance of products to be offered on this contract should be

described. Information related to how the vendor is participating in supply chain risk management activities, or at a minimum how the company is kept abreast of and is addressing such activities should be detailed. These activities include, but are not limited to, the standards work of the Open Group Open Trusted Technology Forum; the Notional Supply Chain Risk Management Practices for Federal Information Systems (NIST IR 7622) - <http://nvlpubs.nist.gov/nistpubs/ir/2012/NIST.IR.7622.pdf> ; and other Government and Industry activities centered on Supply Chain Risk Management.

Post Award Support and Service / Instructions

This shall be TAB 7 in the Management/Technical Approach proposal.

In this section the offeror shall concisely describe its post award support and service through a point-by-point response to the Statement of Work sections described below. The responses shall be descriptive and narrative and not simply a re-statement of the RFP text.

The offeror shall address its plan for providing technical services as defined in Statement of Work, Section C.1.3.1.3. SEWP PMO Technical Support. The offeror shall, through a response to Section C.1.5 Warranty, Their proposed approach to providing maintenance and warranty to the Government. The offeror shall, through a response to Section C.1.4.1. Software Licensing, identify how the offeror shall provide software support.

The offeror may provide other narrative information regarding their post award support and service plans.

A.3.12.3. Management Plan (Subfactor C)

This shall be TAB 8 in the Management/Technical Approach proposal and requires the Offeror to address how it proposes to handle the Program Management and administrative aspects for SEWP V.

Program Management / Instructions

In this section the offeror shall concisely describe its planned management approach to the contract through a point-by-point response to the Sections described below. The responses shall be descriptive and narrative and not simply a re-statement of the provided section text.

Anticipated problems related to the contract shall be described, as well as the proposed resolution of such problems. The offeror shall discuss its management chain of command, with particular reference to the contract management functions at each management level. The principal support office under the contract shall be named and described. The offeror shall also discuss: the organization to be established that will comply with the requirements of A.1.19. TECHNOLOGY REFRESHMENT, A.1.21. FAIR OPPORTUNITY AND REQUESTS FOR QUOTES and A.1.27. CONTRACTOR COLLECTION OF AGENCY ADMINISTRATIVE HANDLING FEE and how that organization will be support a quality assurance program; ensure the SEWP database will serve as the definitive pricing source for the preparation of quotes, execute of orders, provide for billing and payment of invoices; and resolve customer problems. The objective is to demonstrate that the offeror understands the peculiarities of this type of contract and will be able to operate effectively within the framework proposed. The offeror shall provide a point-by-point response to Attachment C, Statement of Work, Sections C.1.3.2. Program Office Support, and C.1.3.3. Ordering Guides.

The offeror shall provide details relating to their management and program experience in Indefinite Delivery Indefinite Quantity (IDIQ) and Government Wide Acquisition Contracts (GWACs) contracts of similar scope and magnitude.

Data Interchange / Instructions

In this section, the offeror shall provide a point-by-point response to Attachment C, Statement of Work, Section C.1.3.4. Electronic Processes, C.1.3.5. Technology Refreshment Proposals and Attachment D, Contractor / Government Communication Requirements. The offeror shall address their ability to respond to innovative procurement transactions and process particularly as it pertains to electronic interchange, social media type functionality, and customer service interactions. The offeror shall address their ability to implement and utilize

automated processes for order processing, tracking, delivery, invoicing and payment, which minimize human intervention. The offeror shall describe their corporate electronic interchange, and e-Commerce strategy and corporate resources devoted to electronic interchange, EDI, and e-Commerce. The offeror shall indicate their preferred method and format for providing the electronic-based procedures described in Addendum 1, Attachment D.

The offeror shall provide a point-by-point response to Attachment C, Statement of Work, Section C.1.3.1.1. World Wide Web Services. This shall include the method for HTML authoring and the mechanism for maintaining data integrity between the offeror's database of SEWP products and the WWW ordering guide.

(End of text)

A.3.13. PAST PERFORMANCE VOLUME

This shall be Tab 1 of the Past Performance Volume.

An Offeror's past performance record indicates the relevant quantitative and qualitative aspects of performing services or delivering products similar in content and scope to the requirements of this acquisition.

The Offeror shall provide, at a minimum, the following information in support of its proposal to facilitate the evaluation of the offeror's past performance as related to the requirements of the proposed contract.

(a) INFORMATION FROM THE OFFEROR

Prime Offerors shall furnish the information requested below for up to five of your most recent similar contracts that are completed or ongoing, within three years of the solicitation due date. Indicate which contracts are most related and how they are related to the proposed effort in content and scope, as well as which contracts were performed by the division of your company (if applicable) that will perform the proposed contract/subcontract. No information is required for proposed subcontractors. Subcontractor information will not be evaluated.

If applicable, Offerors may provide the experience or past performance of its parent or affiliated or predecessor company where the Offeror's proposal demonstrates that the resources of the parent or affiliate or predecessor will affect the performance of the prime Offeror. The Offeror shall demonstrate that the resources of the parent or affiliate or predecessor company (its workforce, management, facilities or other resources) shall be provided or relied upon for contract performance such that the parent or affiliate or predecessor will have meaningful involvement in contract performance.

The offeror shall provide the following information on all past/current contract references that meet the above criteria for the prime offeror or its parent or affiliated or predecessor company:

- Customer's name, telephone number, and e-mail address of both the lead contractual and technical personnel most familiar with the offeror's performance record. Please verify that the information is current and correct. The Government may contact prior customers for telephone interviews and/or completion of written past performance feedback.
- Cage Code and/or DUNS Number of the contractor performing the work.
- Contract number, type, and total original and present or final contract value.
- Date of contract, place(s) of performance, and delivery dates or period of performance.
- Brief description of contract work and comparability to the proposed effort in terms of content, i.e., similarity of requirements and specifications and/or level and type of effort. It is not sufficient to state that it is comparable

in content and scope. Rationale must be provided to demonstrate that it is comparable.

- Identify and explain major technical problems and how they were overcome. List any major deviations or waivers to technical requirements that were granted by the customer.
- Identify and explain completion successes and delays, including adherence to program schedules. Provide an assessment of the performance (technical and schedule) on these past programs and support these assessments with metrics such as award or incentive fees earned.
- Cost management history; identify and explain any cost overruns and underruns, and cost incentive history, if applicable.
- Average number of personnel on the contract per year.
- Recent customer evaluations of past performance including Award Fee Evaluation results, Fee Determination Official letters, Annual Performance Evaluation Forms, or any other written performance feedback. (Excluded from the page limitation).
- List any contracts terminated (partial or complete) within the past three years and basis for termination (convenience or default). Include the contract number, name, and the telephone number and e-mail address of the terminating officer (please verify information). Include contracts that were "descoped" by the customer because of performance or cost problems. (Excluded from the page limitation).

(b) SUMMARY OF DEVIATIONS/EXCEPTIONS (PAST PERFORMANCE PROPOSAL)

Identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to these Past Performance Proposal instructions.

(End of provision)

A.3.14. INSTRUCTIONS FOR PRICE PROPOSAL VOLUME

This section contains instructions for the Price Proposal Volume.

Please note that Offerors may propose on any single group, combination of groups, or all groups. There is an ALL or NONE requirement within each group. If an offeror only proposes the partial list of deliverables within a group, that proposal will be excluded from competition and will not be given further consideration, nor will an offeror be given an opportunity to offer pricing for items the offeror may have excluded at the time of proposal submission.

All items offered shall be listed in the enclosed price exhibits which are identified in A.3.17, List of Exhibits. Please note that all items shall be either priced, or marked as "no charge" or "included" and that items contained within each group cannot be left unpriced/unmarked as this is an ALL OR NONE requirement at the group level.

Items which are offered at no additional charge or are included should be priced as \$0. All discounts must be priced for the formulas in the exhibits to calculate with the provided Government's Evaluation Quantities. If no discount is proposed for a product, Offerors should fill in "0" in the appropriate % discount column.

A Pricing Exhibit shall be submitted for each class the offeror proposes and shall be numbered to reflect the class or classes being proposed in accordance, A.3.17, List of Exhibits.

A.3.14.1. Electronic Availability of Pricing Exhibits

Pricing exhibits shall be made available electronically through the World Wide Web. The pricing exhibits may be obtained from the NASA Acquisition Internet System (NAIS) and the SEWP V RFP WWW server located at www.sewp.nasa.gov/sewpv. The files located on the SEWP V RFP server are available to registered users of the SEWP V RFP WWW server. The login id (Last Name) and Password entered at the SEWP IV Registration page is used to access the pricing exhibits. These exhibits will be in Excel 2007. In addition to the pricing exhibit instructions in the RFP, a README text file for the Pricing Exhibits and will be available.

The offeror need only use the pricing exhibits for the group(s) to which they are going to respond.

Pricing exhibits shall be incorporated as Attachment F through the on-line SEWP Database of Record in any resultant contract award.

A.3.14.2. Structure and Content of Price Proposal

The offeror shall submit their price proposal on a CD ROM. The offeror shall also submit an electronic copy of their published price catalog or published schedule of list prices as back up for list price information supplied in the pricing exhibits (see A.3.14.3).

The offeror shall submit all completed price exhibits on a CD ROM in Microsoft Excel 2007. It should be noted that the spreadsheets contain macros that may not work properly in other spreadsheets.

A.3.14.3 Required Commercial Price Data

The Contracting Officer requires additional supporting documentation. This documentation shall be recorded in a form regularly maintained by the manufacturer of offeror. This form may be a catalog, price list, schedule, or other verifiable and established record. The record shall (i) be published or otherwise available for customer inspection and (ii) state current or last sales prices to a significant number of buyers constituting the General Public. An electronic copy of the current verifiable and established record shall accompany the price proposal. This submission is in addition to the list price information submitted in the pricing exhibits and shall not be used as a substitute for the requirement for the price exhibits. The commercial price data will be used to validate any of the list pricing provided in the Price Proposal that does not appear accurate.

A.3.14.4. Pricing Calculation (Base Systems and Mandatory Add-ons)

There is an ALL OR NONE requirement within each group. If an offeror only proposes the partial list of deliverables within a group, that proposal will be excluded from competition and will not be given further consideration.

For evaluation purposes only, the Government will assume an estimated quantity for each mandatory item that will be purchased. The Contractor's SEWP price will be derived from the list price times the proposed discount for each mandatory add-on. The SEWP price for each Base System will then be applied against the Government quantities.

A.3.14.5. Warranty Pricing

Instructions for preparing warranty pricing are contained in the following sections.

Warranty pricing for the mandatory items should be based on the following coverage: five days a week (Monday through Friday) and for eight (8) hours a day during business hours, with a next day response time.

A.3.14.5.1. Pricing for Extended Warranty

The price for all mandatory items is based on a 3 year (36 month) life cycle cost comprised of the price of the item inclusive of any initial warranty packaged with the initial purchase plus the warranty cost to cover the item through the 36 month life cycle. The offeror shall provide pricing for 36 months of extended warranty by completing the "Warranty" columns in the Class Database Worksheet of the Pricing Exhibit for the Class being proposed. The

"Discounted Monthly Extended Warranty" is automatically calculated by multiplying the "Proposed Discount" times the "List Price Monthly Extended Warranty". The "Adjusted 36 Month Warranty Package" automatically adjusts for the number of months warranty included in the Base Price as identified in the "# of months included in Base Price" column. This adjusted price is then multiplied by a Government provided estimated quantity to arrive at the 36 month warranty "Proposed Price".

For example, if an item has a 3 month commercial warranty included in the purchase price of the item and the cost to purchase a warranty after the 3 month period is \$10 a month list and the vendor is proposing a 10% discount, then the offeror would enter the following values in the Base System Worksheet:

"# of months included in Base Price": 3

"List Price Monthly Extended Warranty": 10

"Proposed Discount": 10

A. 3.16.6. Pricing for Non-Mandatory Available Components

Evaluation of pricing for Non-Mandatory Available Components is based upon the proposed discount off the total category of available components:

Product Classification
Computer System
Storage Device
Software
Communication Devices
Power Related Technology
Input/Output device
Networking Equipment
Computer Security Technology
Cabinets / enclosures
Data Acquisition Technology
Digital Image Tools
Video Conferencing Tools
Cables / Wiring
Maintenance / Warranty
System Service Fee
Documentation
Training
Analysts
Installation

(End of text)

A.3.15 PRICING EXHIBITS

Each of the 4 groups has a Microsoft Excel Workbook price exhibit for that group. Each workbook is comprised of named spreadsheets on tabs located at the bottom of the workbook. The first 3 worksheets are to be filled in by the Offeror: (1) Vendor ID (2) Class Database (3) Product Classifications. The offeror shall add in the proposed available components list into each of the worksheets for the Product Classification of those offerings. For example,

all maintenance CLINs beyond the mandatory line items shall be listed in the Maintenance/Warranty worksheet; all computers beyond any mandatory items shall be listed in the Computer System worksheet; etc. The remaining worksheets are filled in automatically using information derived from the Class Database and Product Classifications worksheets: Mandatory Items, Available Components and Summary. Along with information provided in this section, there are embedded "notes" within the spreadsheets to assist the offeror, and an electronic README.DOC text file is supplied. Each offer shall fill in the required information in the pricing exhibits. A separate and complete pricing exhibit is required for each class proposed.

Note: The Proposal Total in the Summary Worksheet is the Price information which will be used for pricing evaluation. If the Proposal Total does not have a valid, positive numeric entry, the proposal will not be evaluated. A non-numeric or negative value in the Proposal Total field is likely the result of either attempting to cut or paste worksheets from the provided downloaded files and/or attempting to alter protected fields.

A.3.15.1. Contract Line Item Number (CLIN) Structure

The offeror may utilize either their part number, product number, or created number provided the following conditions are met:

- 1) The number, as associated with a specific product, remains unique throughout the contract life; and
- 2) The Contractor provides the logic for development of the number

If the Contractor is offering a product that is manufactured by another Contractor, i.e. Original Equipment Manufacturer (OEM), the Column entitled "Model Number" in the Class Database Worksheet must be the full OEM product number inclusive of any feature codes.

A.3.15.2. Group Database Worksheet

The group Database is a listing of all proposed base systems, base products, mandatory add-ons and upgrades, and available components.

The offeror shall provide the information required for product identification numbers model numbers and product category description for each proposed item. Offerors shall fill in the Commercial Price for each offering and provide a discount for each item or range of computer systems as required. Pricing for the 36 month extended warranty should be in accordance with the instructions in A.3.14.6, Warranty Pricing. Information provided in this spreadsheet (Group Database Worksheet) will automatically flow through to the other sheets in the pricing exhibit.

A.3.15.3. Mandatory Items Worksheet

This Worksheet is filled in automatically. The offeror shall not directly enter or change any information or formulas. The pricing in the Mandatory Items Worksheet is automatically calculated from the Group Database Worksheet. The discounts proposed for the categories shall apply throughout the life of the contract.

The total proposed price for the base systems supporting equipment and for each mandatory add-on is automatically calculated by multiplying the discounted price unit price by the Government's Evaluation Quantity. The sum of all base and mandatory items is automatically calculated in the Mandatory Items Worksheet and listed in that Worksheet in the Total Mandatory Add-Ons value row.

A.3.15.4. Product Classification Worksheet

The Product Classifications Worksheet provides the list product classifications as described in A.1.7.

For all Product Classifications, one Classification Description Subgroup (beginning “Miscellaneous ...”) with a Classification Subgroup Discount of 0% is already included and cannot be altered. The offeror may propose other subgroups with a proposed classification subgroup discount provided:

- 1) the Classification Description Subgroup relates directly to the Product Classification. For example: the offeror may add a row to the Product Classification of “Input/Output” with the Classification Description Subgroup of “All Printers” or “All Scanners” or “HP Color Printers”, etc. However those subgroup descriptions cannot be placed in the Storage Media Product Classification rows.
- 2) for each Classification Description Subgroup added, a positive discount between 0 and 100 is added in the Classification Discount Column. For example, the offeror may add a row to the Product Classification of “Input/Output” with the Classification Description Subgroup of “All Printers” and a discount of 10 (10%)
- 3) at least one item in the associated <Classification> Worksheet must be associated with the proposed Classification Description Subgroup and Classification Discount. For example, if the offeror adds a row to the Product Classification of “Input/Output” with the Classification Description Subgroup of “All Printers” and a discount of 10 (10%), then the Input/Output Worksheet must contain at least one printer. In the Input/Output Worksheet the row with that printer must have “All Printers” in the Product Category Description column and a value at or above 10 in the Proposed Discount % column.
- 4) all items provided in the various <Classification> Worksheets which fall within the Classification Description Subgroup must be placed in the correct Worksheet and identified correctly in the Product Category Description columns and the Proposed Discount % must match or be greater than the associated Discount in the Product Classification Worksheet. For example, if the offeror adds a row to the Product Classification of “Input/Output” with the Classification Description Subgroup of “All Printers” and a discount of 10 (10%), then all printers proposed in the Input/Output Worksheet must have “All Printers” in the Product Category Description column and a value at or above 10 in the Proposed Discount % column.
- 5) all items proposed as part of a technology refreshment during the life of a contract must be identified correctly with the associated Product Classification and Product Category Description columns and the Proposed Discount % must match or be greater than the associated Discount in the Product Classification Worksheet. For example, if the offeror adds a row to the Product Classification of “Input/Output” with the Classification Description Subgroup of “All Printers” and a discount of 10 (10%), then all printers added to the contract through a technology refreshment request during the life of the contract must have a Product Classification of “Input/Output” a Product Category Description of “All Printers” and discount at or above 10%.

Note that the offeror may choose to add as many or as few rows as they want to each Product Classification. The offeror may also choose to use very generic descriptions like “All Printers” or very specific descriptions like “HP Color Printers” or a combination of generic and specific descriptions. In either case, actual products proposed in the various <Classification> Worksheets should be grouped within a smaller set of Classification Description Subgroups. It is not necessary to have a row added in the Product Classification Worksheet for every item in the <Classification> Worksheets and in fact, the spreadsheet and evaluation are optimized for having many rows in the <Classification> Worksheets mapped to a much smaller number of rows in the Product Classification Worksheet.

A.3.15.4.1. <Classification> Worksheets

There is a worksheet for each Product Classification to be used to enter the proposed available components list. Each item proposed must be listed in the corresponding Worksheet – e.g. Printers should be listed in the Input/Output Worksheet.

Offerors may propose additional components and desirables, not identified as mandatory deliverables, under each general category of additional components listed by adding rows, as needed, to the associated <Classification> worksheets. The list of items in each of the worksheets should be the same list as provided (without pricing) under TAB 4 of the Mission Suitability Proposal.

A list of available components that enhance and broaden the offeror’s proposal with respect to the first two Acquisition Objectives in Attachment C shall be offered. For evaluation purposes, the summary sheet will calculate the overall discount proposed for all proposed available components. However the specific discounts for the proposed items will be applied for contract purposes.

The Proposed Price column in the Available Components Worksheet is automatically calculated by summing the list prices (Column G) and calculated SEWP prices (Column G) in the various <Classification> Worksheets to calculate the overall proposed discounts for each Product Classification and then multiplying that computed discount by a Government Evaluation dollar value associated with that Product Classification. The value derived for each Product Classification is then summed to obtain the Total Available Components value.

A.3.15.5. Summary Worksheet

The Summary Worksheet automatically calculates the Proposal Total. This calculation is a sum of the calculated Total Mandatory value from the Mandatory Items Worksheet as described in Section A.3.15.3. plus the calculated Total Product Classification value as described in Section A.3.15.4.1.

A.3.15.6. Summary of Deviations/Exceptions (Price Proposal)

Identify and explain the reason for any exceptions to or deviations from these price proposal instructions

(End of text)

A.3.16. PROPOSAL MARKING AND DELIVERY

A.3.16.1. Receiving Office

The designated receiving office for proposals is the Shipping and Receiving Dock, Building 35, Goddard Space Flight Center, which must be accessed from Soil Conservation Road, North from Greenbelt Road. Proposals must be received by the date and time stated on the solicitation face page.

The Building 35 Shipping and Receiving Dock is open from 7:30AM to 3:30PM, Monday through Friday, except Government holidays. Contractor personnel conduct the GSFC receiving function, which includes mailroom operations. Proposals will be marked with the date and time of receipt, subjected to security screening, secured, and delivered unopened to the Contracting Officer.

There is a public access to the Building 35 Shipping and Receiving Dock. GSFC passes, badges, escorts, etc. are not required for access to the receiving dock.

A.3.16.2. External Marking and Delivery

All proposal packages must be closed and sealed.

The required mailing address and external marking for proposals is as follows:

Goddard Space Flight Center
Greenbelt, MD 20771
Building 35-Shipping and Receiving
Solicitation Number NNG13451284R
Attention: Natesa Robinson
BIDDING ON GROUP _____
PROPOSAL--DELIVER UNOPENED"

A.3.17. LIST OF EXHIBITS

Technical Exhibits:

The following exhibits will be provided with the official RFP:

Exhibit MMA Group A Minimum Mandatory Specification Matrix (TAB 1)

Exhibit MMB Group B Minimum Mandatory Specification Matrix (TAB 1)

Exhibit MMC Group C Minimum Mandatory Specification Matrix (TAB 1)

Exhibit MMD Group D Minimum Mandatory Specification Matrix (TAB 1)

Exhibit EMDFA Group A Exceeding the Minimum/ Desirable Features Matrix (TAB 4)

Exhibit EMDFB Group B Exceeding the Minimum/ Desirable Features Matrix (TAB 4)

Exhibit EMDFC Group C Exceeding the Minimum/ Desirable Features Matrix (TAB 4)

Exhibit EMDFD Group D Exceeding the Minimum/ Desirable Features Matrix (TAB 4)

Price Exhibits:

Exhibit PA Group A Price Exhibit

Exhibit PB Group B Price Exhibit

Exhibit PC Group C Price Exhibit

Exhibit PD Group D Price Exhibit

A.3.18. SINGLE OR MULTIPLE AWARDS (52.216-27) (OCT 1995)

The Government may elect to award a single delivery order contract or task order contract or to award multiple delivery order or task order contracts for the same or similar supplies or services to two or more sources under this solicitation. The government intends to award multiple awards to each Group if possible. The number of awards will be based on the number of the most highly competitive proposals that meet the solicitation requirements.

(End of provision)